



AIR FORCE TOP DOLLAR PROGRAM



March 2000

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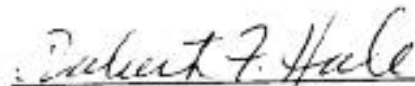
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The following Memorandum of Agreement (MOA) is established between the Assistant Secretary of the Air Force for Financial Management and Comptroller and the Assistant Secretary of the Air Force for Acquisition. The MOA contains the approved guidelines to be followed when conducting Air Force Top Dollar (AFTD) Competitions. The MOA becomes effective upon signature by both parties, and will remain in effect until superseded or terminated.

FOR THE OFFICE OF ASSISTANT
SECRETARY OF THE AIR FORCE
(FINANCIAL MANAGEMENT AND
COMPTROLLER)



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FOR THE OFFICE OF ASSISTANT
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Date: 15 MAR 2000

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Chapter 1

GENERAL

1.1. Background. Desert Shield/Desert Storm was a tremendous learning experience for all Air Force activities. One very important lesson learned was the need for on-site comptroller and contracting personnel at the earliest point in a deployment to requisition and pay for requirements to support the deployed commander. In that regard, the Air Force Comptroller and Contracting communities have undertaken a program to better prepare their personnel to operate in deployed situations. The AFTD competition puts our personnel in a near bare base environment and requires they execute scenarios typical of a deployment.

1.2. Overview. A team from each Air Force's major command (MAJCOM), 11th Wing, United States Air Force Academy (USAFA), Air National Guard (ANG) and the Defense Finance and Accounting Service (DFAS) is eligible to compete at the Air Force competition. Each of these teams are selected based on the MAJCOM's, DRU's, or DFAS's Top Dollar criteria. Participants are evaluated in each of the following categories: logistic kits/activation/set-up, fitness course, small arms, ability to survive and operate (ATSO), self aid/buddy care (SABC), information security (INFOSEC), and performance-based scenarios. Awards are presented for the best Top Dollar team, runner-up Top Dollar team, best war fighting skills (scenarios & activation set-up), best general military skills (fitness course, ATSO, SABC, small arms, and INFOSEC), esprit de corps, best comptroller crew (scenarios only) and best contracting crew (scenarios only).

1.3. Objective. The objective of the MAJCOM Top Dollar competition is to provide real-world contingency training for as many financial management and contracting personnel as possible. The AFTD competition validates the effectiveness of that training.

Chapter 2

AIR FORCE TOP DOLLAR (AFTD) COMMITTEES

2.1. AFTD Executive Committee. The AFTD Executive Committee establishes and publishes policy and guidance for the AFTD Competitions.

2.1.1. Members. The AFTD Executive Committee will consist of two representatives from SAF/FM and two representatives from SAF/AQCO. The ranking members from SAF/FM and SAF/AQCO will be committee co-chairpersons.

2.1.2. Responsibilities. This committee is responsible for ensuring an AFTD Competition is held every two years. This committee will work with the AFTD Planning Committee to execute AFTD.

2.2. AFTD Planning Committee. The AFTD Planning Committee provides oversight and control for the planning and execution of the AFTD competition.

2.2.1. Members. The AFTD Planning Committee will consist of four representatives from the hosting command (two from FM, two from LGC). Two representatives from the leadership that previously hosted the competition (one from FM, one from LGC) will act as advisors to the committee.

2.2.2. Responsibilities. This committee will work closely with the AFTD Executive Committee to ensure all timelines associated with the competition are completed on schedule. The AFTD Planning Committee's responsibilities include: selecting the competition site and dates with the advice and consent of the AFTD Executive Committee; soliciting volunteers and ensuring committee chairpersons are identified for the various activities; scheduling and planning any meetings concerning the AFTD competition. Finally, this committee will provide a Concept of Operations (CONOPS) to the AFTD Executive Committee and the AFTD Advisory Committee (see paragraph 2.3.) for review.

2.2.3. Hot Wash – Lessons Learned. The AFTD Planning Committee and the sub-committee chairpersons will conduct a "Hot Wash" after the competition and provide meeting minutes to the AFTD Executive Committee for possible updates to this agreement. This can take place immediately afterward or within a few weeks of the event. The chairperson will designate a recorder to take minutes of the meeting so that comprehensive lessons learned are available from the competition. At a minimum, representatives from each of the sub-committees should attend as well as the AFTD Executive Committee. Members of the AFTD Advisory Committee may also attend if they have input that they would like to be included in the lessons learned.

2.3. AFTD Advisory Committee. This committee will operate in an advisory role to the AFTD Planning Committee. They will review the CONOPS and provide appropriate feedback.

2.3.1. Members. This committee will consist of two representatives (one from FM, one from LGC) from each MAJCOM, 11th Wing, USAFA, ANG and DFAS.

2.3.2. Responsibilities. This committee will review the CONOPS and provide appropriate feedback to the AFTD Planning Committee. They will provide personnel to serve on the various sub-committees. This committee will provide lessons learned feedback to the AFTD Executive Committee from their teams and staff members within 60 days of the end of each AFTD Competition.



Figure 2.1

Chapter 3

AFTD PLANNING SUB-COMMITTEES

3.1. Sub-committees. The AFTD Planning Committee will be responsible for soliciting volunteers to serve as sub-committee chairpersons for the various activities. Following are the suggested sub-committees.

3.1.1. Budget. This committee will be responsible for ensuring all estimated costs and expenses are identified, budgeted and accounted for properly. This committee will build a budget and submit it to the AFTD Executive Committee no later than 1 November of the year prior to the competition.

3.1.2. Site Selection. This committee will consist of representatives from the hosting command. This committee chairperson will be responsible for ensuring a memorandum of agreement is established with the agency/owner of the selected site, if required. A site cannot be recommended for selection if any major command has hosted their competition at that same site within the previous 12 months

3.1.3. Site Preparation. The site preparation committee will be responsible for ensuring everything at the site is ready prior to the arrival of the teams and the staff. This includes, but is not limited to, all communications equipment, electrical connections, rest rooms, showers, work facilities and lodging for the staff and teams.

3.1.4. Food Services. This committee is responsible for establishing a memorandum of agreement, if required, with the Services Squadron to provide food service for the teams and staff during the competition. Food service will normally be two hot meals per day, breakfast and supper, with meals ready-to-eat for lunch. The committee chairperson will work directly with the budget committee chairperson to ensure funding issues are resolved.

3.1.5. Scenario Writing. This committee will be responsible for ensuring all scenarios are finalized at least 120 days before the beginning of the AFTD Competition. Scenarios will be developed based on lessons learned from real world deployments. This committee will consist of personnel with deployment experience and must have members from more than just the hosting command. In addition to functional unique scenarios, integrated scenarios between contracting and financial management will be developed. The committee chairperson is responsible for the accuracy and validity of all scenarios, to include regulatory references and props. This committee will establish a reserve pool of scenarios in the event that a scenario must be pulled before the competition.

3.1.6. Protocol. This committee will be responsible for coordinating with SAF/FME, SAF/AQC, the hosting command's and the installation's protocol offices to ensure that the proper protocol, etiquette, customs and courtesies are extended to any distinguished guests or dignitaries visiting or participating in the competition. This also includes protocol for any social activities and the awards banquet.

3.1.7. Publicity/Audio Visual. This committee will be responsible for ensuring the competition receives coverage by the Air Force News Service, Airmen Magazine, Stars and Stripes, Air Force

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Times, and the Air Force Comptroller. The committee will review the AFTD Competition tape and make necessary changes prior to any official viewing. The committee will also be responsible for ensuring still photos are available for the teams and that photos will be provided for display on the Under Secretary of Defense's (Comptroller) AFTD exhibit. The chairperson will also work closely with the banquet committee chairperson to ensure all publicity and audio/visual needs for the banquet are covered. Finally, this committee will establish a memorandum of agreement with the hosting command's Communications Squadron to ensure the event is video taped for use as a training tool and as a promotional item for future AFTD Competitions.

3.1.8. Transportation. For those role players, evaluators and other staff members arriving and/or departing by air transportation, the committee is responsible for securing or assuring the availability of ground transportation from/to the servicing airport. The committee is also responsible for securing ground transportation to/from all functions held under the auspices of Top Dollar, securing vans for all team hosts and other staff personnel, as required, and arranging for rental vehicles or other ground transportation requirements for visiting dignitaries. The committee will coordinate all transportation requirements for visiting dignitaries with protocol. Visitors and staff are responsible for making all other transportation arrangements from home station to the competition site and return.

3.1.9. Lodging. This committee is responsible for securing lodging for all team members, role players, evaluators, and other staff members for the days preceding the competition, during the competition, and any days after the competition. In addition, the committee will coordinate lodging requirements for visiting dignitaries and guests with protocol.

3.1.10. Scoring. This committee will use the AFTD Executive Committee's approved scoring system. The AFTD Executive Committee will retain the spreadsheets for use during the next competition. Points will be determined based on the scenarios used and standings will be posted daily during the competition. A representative from the AFTD Executive Committee will also provide oversight during the competition.

3.1.11. Awards/Recognition. Formal awards will be presented at the banquet. If time permits, the informal awards and other recognition can also be presented at the banquet. If time is limited, the other awards and recognition can be presented during social events or during the competition.

3.1.11.1. Formal Awards. Awards will be presented in the following categories: Esprit de Corps, General Military Skills, Warfighting Skills, Best Comptroller Crew, Best Contracting Crew, Top Dollar Champion Runner-up, and Top Dollar Champion. The committee chairperson will be responsible for ensuring all awards (trophies, plaques, certificates, etc.) are purchased, prepared, signed, engraved and ready to present at the awards banquet.

3.1.11.2. Informal Awards. The awards committee may also elect to present informal individual awards such as the best marksman and the best role player.

3.1.11.3. Recognition. The awards committee will ensure team members, role players, evaluators, and other staff members receive a certificate of appreciation signed by SAF/FM and SAF/AQC.

3.1.12. Awards Banquet. This committee will find a location suitable for the AFTD awards banquet. They will establish the menu, determine the sequence of events, collect money, and ensure the caterer is paid in full. The chairperson will also work closely with the chairpersons for

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the protocol and publicity/audio visual committees to ensure the event is publicized and documented. The committee chairperson will ensure that representatives from SAF/FM and SAF/AQ are available to present the awards and will inform them in advance on their role in the awards ceremony, allowing sufficient time in the program for comments from both the SAF/FM and SAF/AQ.

Chapter 4

COMPETITION GROUND RULES

4.1. Hosting Command. Commands, including the command that hosted the previous competition, may volunteer to host the next competition. However, to eliminate some of the administrative burden from the hosting command, the same command will not be tasked to host successive competitions. SAF/FM and SAF/AQ will approve the selection of the hosting command.

4.2. Site Selection. As mentioned in paragraph 3.3, the Site Selection Committee cannot select a competition site that was used by a MAJCOM for their competition within the previous 12 months. The site must meet the needs of the competition. The hosting command will use the site survey checklist found in Attachment 1 to pick an appropriate site for AFTD Competitions.

4.3. Team Composition. Team composition will be two contracting personnel: UTC XFFK2; five comptroller personnel: UTC XFFAF, XFFA4 or XFFA5, and XFFAD. Standard UTC substitution rules will apply. The company grade officer billet can be substituted with a 7-level with justification to the MAJCOM. Team members will not be allowed to participate if they have been a member of a MAJCOM team from prior AFTD competitions, even if they are now assigned to a different base or are representing a different MAJCOM. If extenuating circumstances exist (e.g., all members at given base have been prior participants), the base can request a waiver from their respective MAJCOM/FM/LGC for approval. The respective MAJCOM should then forward a copy of the waiver to the Air Force Top Dollar Executive Committee. Role players and evaluators from the prior competition may be team members for the current competition.

4.4. Staff Composition. Preferably, the staff should have prior Top Dollar experience at either a MAJCOM or AFTD competition. The AFTD Planning Committee will determine the number of personnel that will be required to be role players, evaluators, and camp command staff. The hosting command will be responsible for getting volunteers and selecting the camp command staff.

4.5. General Site Rules. The camp commander will establish rules for the site. They should include policies concerning access to the site, no hat/no salute areas, standards of conduct, alcohol, smoking, and gambling.

Chapter 5

SCORING

5.1. AFTD Scoring Criteria. The AFTD competition scoring criteria is made up of two major categories, Warfighting and General Military Skills. Warfighting Skills comprises 75 percent of the total score and includes a combination of individual scores from scenarios, activation/set up and LOGDET Kits. General Military Skills comprises the remaining 25 percent of the total score and includes a combination of individual scores from ATSO, SABC, small arms, confidence course, and information security.

5.2. Scenario Writing Committee's and Scoring Committee's Responsibilities. The Scenario Writing Committee will recommend the point value for each scenario to the Scenario Writing Committee chairperson. The subject matter experts for the ATSO, SABC, small arms, confidence course, and information security will recommend the scoring method for their portion of the competition. The Scenario Writing Committee chairperson will provide the Scoring Committee the final point values for the warfighting and general military skills scenarios. The Scoring Committee will use this information to prepare the AFTD Scoring Spreadsheets. The Scoring Committee will update the spreadsheets and provide them to the AFTD Planning Committee for their evaluation and approval. The Scoring Committee will also post the scores daily during the competition and will be responsible for determining each team's overall score.

5.2. AFTD Planning Committee's Responsibilities. The AFTD Planning Committee will make the final determination on the scoring. The spreadsheets will be returned to the Scoring Committee for use during the competition. The final scoring spreadsheets will be considered confidential information before and during the competition.

5.3. AFTD Executive Committee. The AFTD Executive Committee will retain the scoring spreadsheets for use during the next competition.

Chapter 6

FUNDING

6.1. General. The AFTD Planning Committee will be responsible for identifying, estimating and validating the funding requirements for the AFTD Competition and submitting their budget estimates to the AFTD Executive Committee by 1 November of the year prior to the competition. The AFTD Executive Committee will be responsible for ensuring requirements are programmed for in the respective SAF/FM and SAF/AQ budgets.

6.2. Air Staff Funding. Based on the budget estimates, the AFTD Executive Committee will negotiate the apportionment and request SAF/FMB provide funds to the hosting command. The hosting command will fund all costs associated with site visits, site set-up and preparation, awards, travel and per diem for the command staff, role-players, evaluators, and scenario writing committee and the team's travel, per diem, and shipment of LOGDET kits. AFTD Planning Committee meetings will be funded by the hosting command using AFTD funds.

6.3. MAJCOM Competition. MAJCOMs will be responsible for budgeting and funding their own competitions.